SECRET

DISPATCH NO. [   ]   25X1
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25X1 TO   : [   ]   DATE: 15 FEB 1557

25X1 FROM : [   ]

SUBJECT: General - Administrative/Personnel

Specific - Correspondence Courses

25X1 REFERENCE   - [   ]

1. Headquarters not only approves but encourages personnel of [   ]   25X1
to further their education by taking correspondence courses. The provisions
of Regulation 25-410 spell out the requirements for KUBARK sponsorship of
such training. In most instances it will be difficult for your personnel
to qualify in view of the many requirements imposed. We are sending the
necessary forms to be used by those who think they may meet the necessary
requirements. We are informed that when a person has been approved for
correspondence courses under KUBARK sponsorship, reimbursement to the
individual is not made until he has satisfactorily completed the course.
This condition has been imposed because experience has shown that only
20 % of those who begin correspondence courses complete them.

2. There is no objection, however, against an individual taking
correspondence courses on his own. In this event, the selection of courses
is entirely up to the individual. [   ] approval, however, is required   25X1
before signing up for any course. It is necessary to give the name of the
institution and the course to be taken. It is also emphasized that the
correct and approved address only will be used.

25X1   3. The [   ] kit and tape recorder is located in the [   ]   25X1
warehouse and there is no objection to your breaking out the tape recorder
and putting it to use. There doesn't appear to be need for an extra recorder
25X1 as the infrequent use [   ] will make of it should not interfere with any
training schedule. The recorders are not subject to frequent breakdowns,
but in such event your KUCLUB colleagues can make necessary repairs. The
other two bases have not had any difficulty with the recorders.

Attachment: Forms a/s in para 1.

Distribution: 25X1
  1&2 - Addressee
  3 - Pers   25X1
  4 - Chrono
AHD/ht/30 January 1957

JAMES A. CUNNINGHAM, JR.   SEC   25X1
(Releasing)   (Coordinating)

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